I want to present at CSM. Now what?

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Disclosure

The authors have no relevant financial relationships.
Objectives

I. Describe how to submit an abstract for the American Physical Therapy Association Combined Sections Meeting.

II. Identify resources for help in preparing poster and platform presentations.

III. State one abstract (type of abstract and general content) that they could submit.
Outline

30 min: Process of abstract submission (BAS)
- Describe submission and review process
- Provide examples of what to include and common mistakes
- Additional Resources for help

30 min: Preparing poster & platform presentations (LT)
- Posters
- Platforms
- Provide examples of what to include and common mistakes
- Additional Resources for help

Remaining time: Roundtable discussions
Submission

Educational Session/Pre-Conference Course

typically mid March

Posters/Platforms

typically mid June

more info at: www.apta.org/CSM/submissions
CSM 2018 Proposal & Abstract Submissions (ScholarOne Abstract Submissions)

CSM 2018 - February 21-24, 2018 - New Orleans, Louisiana

CSM 2018 abstract submissions is now open.

Access the Scholar One submission site.

Tips: Preparing for an Effective Presentation

Education Session or Preconference Course Submission

Call for Proposals (.pdf)

Proposal submissions (education sessions and preconference courses) are now open.

Proposal Submission Deadline: March 17, 2017

Abstract Submission for Poster or Platform Presentations

Call for Poster and Platform Abstracts (.pdf)

CSM 2018 Definitions of Abstract Categories (.pdf)

CSM Poster Examples (.pdf) | CSM Platform Examples (.pdf)
Submission

Welcome to the APTA CSM 2018 Submission Site.

- Proposal Submission Deadline: March 17, 2017 at 11:59 PM (Pacific Time)
- Abstract Submission Deadline: June 16, 2017 at 11:59 PM (Pacific Time)
- Proposal Submission (Preconference and Educational Sessions) notifications will be sent by March 17, 2017
- Abstract Submission (Posters & Platforms) notifications will be sent by June 16, 2017
- If you have forgotten your login information, click the Forgot Password? link, enter your e-mail address, and then click the “check for account” button. An e-mail will be sent to your address containing your login information.
- If this is your first time visiting this site, select Create an Account to begin. The username and password you create will be used for future access to this site.

CSM2018_CallForProposals.pdf
CSM2018_CallForAbstracts.pdf
Section Program Chair contactsJAN2017.pdf
Section Research Chair contactsJAN2017.pdf
Types of presentations

Poster: interact over 2-hour time slot

Platform: verbal with slides, ~12 minutes

Educational Session: verbal with slides, 2 hrs

Pre-Conference Course: 1 or 2 days

more info at:
Types of presentations

Poster/Platform (blinded review):
  research study (includes systematic review)
  case report
  special interest
  theory

more info at:
Types of presentations

Educational Session/Pre-Conference Course

learning objectives, evidence base, speaker bios all considered.

Pre-conference courses provide additional CEU’s and need multiple choice post test.

more info at:
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CSM 2018 Definitions of Abstract Categories (.pdf)

CSM Poster Examples (.pdf) | CSM Platform Examples (.pdf)
Educational Session/Pre-Con

Writing an Effective Session Proposal

Alice Salzman, PT, EdD
Northwestern University

More info and the above presentation at:
http://www.apta.org/CSM/Submissions/WritingProposal/
CSM 2018 Proposal & Abstract Submissions (ScholarOne Abstract Submissions)

CSM 2018 - February 21-24, 2018 - New Orleans, Louisiana

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CSM 2018 Definitions of Abstract Categories (.pdf)

CSM Poster Examples (.pdf) | CSM Platform Examples (.pdf)
Platform/Poster: Case Report

<table>
<thead>
<tr>
<th>CASE STUDY REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Background &amp; Purpose</td>
</tr>
<tr>
<td>Case Description</td>
</tr>
<tr>
<td>Outcomes</td>
</tr>
<tr>
<td>Discussion</td>
</tr>
<tr>
<td>References</td>
</tr>
</tbody>
</table>
Platform/Poster: Case Report

Background & Purpose:

to describe, to report, to discuss
cannot show cause and effect or
demonstrate effectiveness**
Platform/Poster: Case Report

Case Description:
  people-first language (Male with DM, not diabetic male…)

Outcomes:
  need objective measures!
Platform/Poster: Case Report

Discussion:

**cannot claim cause and effect!**

No: The intervention led to a 10 point improvement in his Berg Balance Score.
Yes: After the intervention, his Berg Balance Score was 10 points higher.

cite MCID’s and MDC’s, as available

More info and examples at: http://www.apta.org/CSM/Submissions/
### RESEARCH REPORT

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose/Hypothesis</td>
</tr>
<tr>
<td>Subjects</td>
</tr>
<tr>
<td>Materials/Methods</td>
</tr>
<tr>
<td>Results</td>
</tr>
<tr>
<td>Conclusions</td>
</tr>
<tr>
<td>Clinical Relevance</td>
</tr>
<tr>
<td>References</td>
</tr>
</tbody>
</table>
Results:

need quantitative results

No: The experimental group showed increased balance scores after the intervention.
Results:

need quantitative results (cont).

Yes: The experimental group showed increased balance scores after the intervention (pre-test $M_{20}$, $SD_{5}$; post-test $M_{30}$, $SD_{6}$) while the control group did not (pre-test $M_{20}$, $SD_{4}$; post-test $M_{21}$, $SD_{6}$).

Need appropriate statistical tests to know this, but if preliminary findings may not have yet!
Conclusions: In results, you just state findings, you do not interpret them. In conclusions, you interpret.

Example conclusion from previous result: The experimental group showed larger increases in balance scores after our intervention than previous studies that used intervention X (cite) or intervention Y (cite).

More info and examples at: http://www.apta.org/CSM/Submissions/
Systematic Review:

There are set rules on how to perform these. You will need to make it clear that you have followed them!

PRISMA statement/checklist:
Platform/Poster: Special Interest

More info and examples at: http://www.apta.org/CSM/Submissions/
Role of Institutional Review Board (IRB) and Patient Consent: Research

Research: Will need IRB approval!

What is “human subjects research”? A study requires IRB review if it involves both of the following:

- **Research**: systematic investigation, testing, and evaluation, designed to develop or contribute to generalizable knowledge.
- **Human Subject**: a living individual about whom an investigator (whether professional or student) conducting research obtains:
  - data through intervention or interaction with the individual, or
  - identifiable private information.

https://oprs.usc.edu/irb-review/
Role of IRB and Patient Consent: Case Reports

Most IRB’s do not consider case reports to meet the definition of research, however privacy rules still apply.

Likely will need authorization from patient (or representative in some cases) before publication in journal, but for conference presentation you do not need authorization if you do not include any identifying information.

A good example of one institution’s policies:
https://www.hopkinsmedicine.org/institutional_review_board/guidelines_policies/guidelines/case_report.html
Role of IRB and Patient Consent: Quality Improvement (QI)

QI (goal = internal, not generalizable) is not research, however privacy rules still apply.

Likely will need IRB approval or documented waiver before publication in journal, but for conference presentation you do not.

A good example of one institution’s policies:
https://www.hopkinsmedicine.org/institutional_review_board/guidelines_policies/organization_policies/102_2a.html
https://www.hopkinsmedicine.org/institutional_review_board/guidelines_policies/guidelines/qaqi_flowchart.pdf
Photographs

Photographs with faces are identifiable information and fall under privacy rules.....get permission!!

In our informed consent form for research, we get permission to share photographs for teaching purposes. But not to share publicly.

Public permission use is a daunting form at USC!

DO NOT take photos of posters/presentation slides and share them on Facebook, etc.
Review process

CSM poster/platform abstracts
derived from peer reviewers in each academy/section
usually 2 reviewers each
~75-85% are accepted?
typically highest scores = platform
submit ~June, hear back ~Sept
Review process

CSM educational sessions
reviewed by program committee
not very many are selected
variety of programming, special areas
of focus, previous year feedback, etc.
submit ~March, hear back ~June
handouts due - ~December
Assistance

Academy of Acute Care PT members:
I am happy to review your draft abstracts and provide basic feedback.

Bonus room, Friday Feb 23, 12-1 pm
email: beth.smith@usc.edu
please allow me a week to respond.
Preparing Poster and Platform Presentations

Lori Tuttle, PT, PhD
Poster Presentations
Poster Considerations

- Allow time for printing
- Confirm the appropriate size for printing
- Set up poster size in powerpoint (or other software)
  - Check with printer on preferred software for printing
  - May need to save in PDF format—confirm formatting before printing
- Cost of printing
  - Fabric
  - Paper
- Don’t forget it in the overhead bin!
Conference Posters: Conference Posters

This guide contains selected information and resources on how to create a conference poster.

Poster Samples & Sharing

Search these sites to get ideas on how posters are presented within your discipline.

Also, if you upload your poster to one of these sites you can provide handouts or bookmarks with links to the electronic version of your poster at the conference, and keep your work accessible long after the conference.

- Faculty of 1000 Research Posters
  Open access repository for posters and slide presentations across biology and medicine.
- Eposters
  Open-access journal that provides free access to over 1,600 scientific and medical posters presented at conferences from around the world.
- Figshare
  Figshare allows users to upload any file.

Poster Sample / Tips

Title should succinctly state your subject & attract viewers — sentence case — serif font #888

Introduction

- Background
- Objective
- Experimental Design

Methods

- Materials
- Methods

Results

- Results
- Figure Captions

Discussion

- Figure Captions
- Conclusions

References

- References

Diagram Image citation: Blausen.com staff. "Blausen gallery 2014". Wikiversity Journal of Medicine. DOI: 10.15347/wjm/2014.010. ISSN 20018762. (Own work) [CC BY 3.0
(http://creativecommons.org/licenses/by/3.0)], via Wikimedia Commons

Microsoft Publisher Tutorials

The following resources provide guidance on how to use Microsoft Publisher. Resources at the top provide step-by-step guidance about poster creation. Links at the bottom provide general guidance on using Publisher.

- Microsoft Publisher: Conference Poster Sessions
  University of Liverpool’s Microsoft Publisher software video tutorial. Step-by-step demonstration of the key features used to create a poster. Applicable to Publisher 2010 and 2013. Run time ~12 min.
- A Recipe for Creating Professional Posters Using Publisher
  Step-by-step guide to the poster design process using Publisher software.
- Publisher 2013
  Publisher video tutorials. Select a template, use the ribbon, etc.
Print Vendors

The following list is provided as a convenience, and is not meant to endorse or promote any particular vendor.

- **Davis Blue Print Co., Inc.**
  Paper printing.

- **PhD Posters**
  Fabric or paper options. Also offers free PPT templates and many poster creation tips.

- **PosterSmith**
  Fabric posters.

- **USC Approved Vendors**
  Brief list of commonly used vendors approved by the university.
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- A Recipe for Creating Professional Posters Using Publisher
  Step-by-step guide to the poster design process using Publisher software.

- Publisher 2013 Basics
  Publisher video tutorials that cover how to select a template, use the ribbon, save publications as templates, find your templates after you save them, and use images.

- Text wrapping in Publisher
  Guide on how to wrap text around images in Publisher.
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  Open access repository for posters and slide presentations across biology and medicine.

- **eposters**
  Open-access journal that provides free access to over 1,800 scientific and medical posters presented at conferences from around the world.

- **FigShare**
  figshare allows users to upload any file format so that scholarly information can be disseminated electronically.
PowerPoint Templates & Tutorials

Links to freely available PowerPoint conference poster templates, and guidance for specific software features relevant to poster creation.

- PhD Posters - Power Point Template Files
  PPT templates in a variety of sizes. Packed with helpful tips and easy to customize.

- Mega Print Inc - Free Powerpoint Scientific Research Poster Templates
  PowerPoint® 2007-2013 templates in a variety of sizes.

- Colin Purrington's PPT Poster Templates
  Free PPT templates and poster making tips.

- Using grids in PowerPoint
  Guide on how to set up grids in PPT for better content alignment.

- Creating a Poster in PowerPoint 2010
  Eastern Michigan University's detailed guide to creating a poster in PowerPoint.
Final Checklist

Poster Checklist

Content

☐ Titles, authors, and institutional affiliations are listed.
☐ For research posters: Introduction, Methods, Results, and Discussion are present.
☐ For clinical vignettes: Introduction, Case Description, and Discussion are present.
☐ Logical sequence of information flow (left to right, and top to bottom).
☐ Photographs graphs, tables, and charts are used whenever possible to display data or convey important information.
☐ Each section is concise and clear.

Appearance

☐ Poster meets the size restrictions of the scientific program.
☐ Poster construction will accommodate method of display at the meeting (pinned, hung, easel, taped, etc.).
☐ Abstract is posted in the proper position on the poster (if required).
☐ The poster does not appear cluttered.
☐ Major headings can be read from 3 to 5 feet away.
☐ Text and figures can be read from 2 to 3 feet away.
☐ Graphs and figures can be read from 2 to 3 feet away.
☐ Font is similar throughout (no more than three fonts sizes used for poster title, section title, and text).
☐ Color, lines, boxes, and arrows are used to emphasize important points.

Overall

☐ Content can be absorbed in 10 minutes or less.
FIG. 1. Poster for original research.
FIG. 2. Poster for case study.

Wood and Morrison, 2011
Posters: Common Mistakes

• Rule of 10s (Wood and Morrison 2011)
  • Average person scans a poster for 10sec from 10ft away
  • Should be able to introduce poster in 10 sec
  • Should be able to understand and ask questions in 10 min

• Too many words
  • Use pictures
  • Bullet points

• Too few pictures

• Use of color that is distracting
Platform Presentations
Platform Considerations

• Confirm technology available for presentation
  • need your own laptop?
  • Powerpoint only available?
  • Required to be uploaded ahead of time?

• Stick to the time allotted
  • Usually 10-12 minutes, 3-5 minutes for questions
  • Practice
  • Cut to fit the time
Platforms: Common Mistakes

- Too much background info
  - Goes over in time, no questions/discussion
  - Flies through remaining slides (unclear to audience)
- Cute/fun background that is distracting
- Use of animations to advance slides (distracting)
- Lack of contrast between font and background colors
- Use of videos that don’t work
**Seminar Bingo**

To play, simply print out this bingo sheet and attend a departmental seminar.

Mark over each square that occurs throughout the course of the lecture.

The first one to form a straight line (or all four corners) must yell out 'BINGO!!'

<table>
<thead>
<tr>
<th><strong>Speaker</strong></th>
<th><strong>Repeated use of “um…”</strong></th>
<th><strong>Speaker sucks up to host professor</strong></th>
<th><strong>Host Professor falls asleep</strong></th>
<th><strong>Speaker wastes 5 minutes explaining outline</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop malfunction</td>
<td>Work ties in to Cancer/HIV or War on Terror</td>
<td>“…et al.”</td>
<td>You’re the only one in your lab that bothered to show up</td>
<td>Blatant typo</td>
</tr>
<tr>
<td>Entire slide filled with equations</td>
<td>“The data clearly shows…”</td>
<td><strong>FREE</strong></td>
<td>Speaker runs out of time</td>
<td>Use of PowerPoint template with blue background</td>
</tr>
<tr>
<td>There’s a Graduate Student wearing the same clothes as yesterday</td>
<td>Bitter Post-doc asks question</td>
<td>“That’s an interesting question”</td>
<td>“Beyond the scope of this work”</td>
<td>Master’s student bobs head fighting sleep</td>
</tr>
<tr>
<td>Speaker forgets to thank collaborators</td>
<td>Cell phone goes off</td>
<td>You’ve no idea what’s going on</td>
<td>“Future work will…”</td>
<td>Results conveniently show improvement</td>
</tr>
</tbody>
</table>

Jorge Cham © 2007

www.phdcomics.com
Platforms: Tips

• One message per slide
• Use slides as props for you to deliver your message, not the other way around
• The most important part of your slide should be the biggest
• Use contrast to focus the viewer's attention and a black slide background
• No more than six objects per slide

http://crosstalk.cell.com/blog/tips-for-giving-a-successful-scientific-presentation
Platforms: Tips

• Put your audience front and center
• Practice, practice, practice
  • Seek and accept critical feedback
• Show your passion

http://crosstalk.cell.com/blog/tips-for-giving-a-successful-scientific-presentation
References


